OTCnet Implementation-Army
Dining Facilities
DT/1131s Submission

OTCnet Implementation-Army

Background:

Effective 1 October 2012, Army dining facilities will transition into OTCnet procedures and use the outlined process for Deposit Tickets (DT). Dining facilities using AFMIS generated or manual DTs will have to use the OTCnet DT to support turn-ins to the Treasury through DFAS. All facilities should be set up and trained on OTCnet no later than 14 September 2012 in order to meet the 1 October 2012 effective date.

OTCnet is the Treasury/FMS solution for Over the Counter (OTC) Deposit Processing and Reporting and Check Capture. OTCnet is a combination of two legacy systems, TGAnet and PCC OTC. The combined functionality improves over-the-counter collections by fully automating the collection, reconciliation, research and reporting processes into a single, secure Web-based application.

All over-the-counter deposit activity will need to be entered into OTCnet. Agencies using CASHLINK II and PCC OTC must convert to OTCnet by December 2012. CASHLINK II and PCC OTC will be decommissioned in December 2012.

The information provided in the following slides outlines procedures to establish a OTCnet account and submit DTs in support of cash collection transactions for Army operated dining facilities. The procedures outlined in this brief do not remove established procedures to support CEDS transactions.

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Roles/Responsibilities

❑ **Food Program Manager (FPM):** The FPM is responsible for the following actions:

➢ The FPM or designated representative (COR, SA, etc.) is responsible for ensuring roles for OTCnet users (preparing and approving officials) at each military/contractor operated dining facility are identified to meet deposit turn-in requirements at the installation level.

➢ Ensure OTCnet users receive training prior to assuming their duties. Training can be accessed at https://www.fms.treas.gov/otcnet/training.html

➢ Reviews and submits all OTCnet users request (OTCnet user authorization form) and removal from responsibility at their installation level to DFAS.

➢ Maintains OTCnet user application, certification and removal records to support audit requirements.

➢ Monitors, approves and reviews DT transactions at each supporting contractor operated dining facility. The FPM/designated representative should have visibility/approval authority of all dining facility accounts in OTCnet.

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Roles/Responsibilities (Cont):

- **Military Managed Operations:**

➢ The Dining Facility Manager (DFM) will designate OTCnet user “preparer” roles (minimum 4) for assigned dining facility personnel.

➢ The Food Service Officer (FSO) and their alternate (DFM) will act as the approving official for OTCnet preparing personnel.

➢ The FSO/Alternate reviews and submits all OTCnet users request (OTCnet user authorization form) and removal from responsibility at their dining level to the FPM.

➢ The Command Food Advisory team (CWO/NCO) is responsible for monitoring and reviewing turn-in procedures for the dining facilities which they provide oversight.

➢ Maintaining official DT files IAW ARIMS and supporting treasury and Army Food Service Policy for audit purposes.

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Roles/Responsibilities (Cont):

- **Contractor Managed Operations:**

➢The FPM or their designated representative reviews and submits all OTCnet users request (OTCnet user authorization form) and removal from responsibility at the installation level to DFAS Ms. Valerie Dubos 216-204-2652 valerie.dubos@dfas.mil or Mr. Darwin McClelland darwin.mcclelland@dfas.mil

➢The FPM or their designated representative will act as the approving official for contractor OTCnet preparing personnel and is required to obtain collections and submits the collections to the financial institution. The Contractor is prohibited from making the deposit at the financial institution.

➢ The contractor "preparer" initiates the AFMIS DD 1131 and OTCnet DT. The FPM monitors and reviews the DD 1131 and DT transactions at contractor operated dining facility for accuracy.

➢ When the contractor performs roles of a food program manager (Bragg & Polk):

• The designated COR will act as the approving official.
• The contractor will designate preparing officials for each Full Food Service Operation.

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Roles/Responsibilities (Cont):

❑ **The contractor project officer/manager are responsible for**:

➢ Identifying “preparer” (minimum 2) at each dining facility and forwards new and deletion of users to the FPM.

➢Monitoring and reviewing all Deposit Ticket transactions.

➢Establishes quality control procedures to ensure accuracy in process and fund transfer to the government official occurs in a timely manner.

➢The contractor will submit all DD 1131s, cash turn-ins and deposit tickets to the FPM or designated representative on a daily basis.

➢Maintaining official DT files IAW ARIMS, Treasury and Army Food Service Policy for audit purposes.

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How does OTCnet work:

After the installation has established user accounts for their supporting Dining Facilities. The turn-in process is as follows:

1. The dining facility “OTCnet preparer” will generate the Cash Collection Vouchers in AFMIS (using the manual method if AFMIS is not available)

2. The 2 vouchers will be split disbursement into DSSN 5570 and DSSN 8522 DFAS

3. The OTCnet preparer will generate a DT using the DA 1131 information by logging into OTCnet https://www.otcnet.fms.treas.gov/index.html; This will generate the DT Number.

4. The DT number is added to the DD Form 1131 along with the Collection in Transit (CIT) number for GFEBS transactions.

5. Once the “approving” official approves, print the DT and make the deposit to the financial institution. Then Fax, email or mail the AFMIS generated DD Form 1131 and DT to the supporting DFAS (both CL & IND) for processing.

Dining Facility Cash Collection Process

OTCnet/GFEBS

Dining Facility "Preparer"

O&M (8522)

2 Voucher O&M

Food Cost MPA (5570)

1 Voucher MPA

OTC/net "Preparer" Deposit Ticket

OTC/net "Approver"

Minimum: 2Ea

DT # + 1131 (Just O&M Cost)

DT # + 1131 GFEBS Collection in Transit Number

*Add GFEBS CIT# from Resource Manager

DT # + 1131 (Just Food Cost)

*Add OTCnet DT# to 1131

Fax/Email /mail

DT + 1131 (Just O&M Cost)

DFAS CL Collections Process in ADS & GFEBS

GFEBS

DFAS-CL

Fax/Email /mail

DT + 1131 (Just Food Cost)

DFAS IN Collections Process in SRD1

STANFINS

DFAS-IN

DFAC Closes Loop Cash Turn-in

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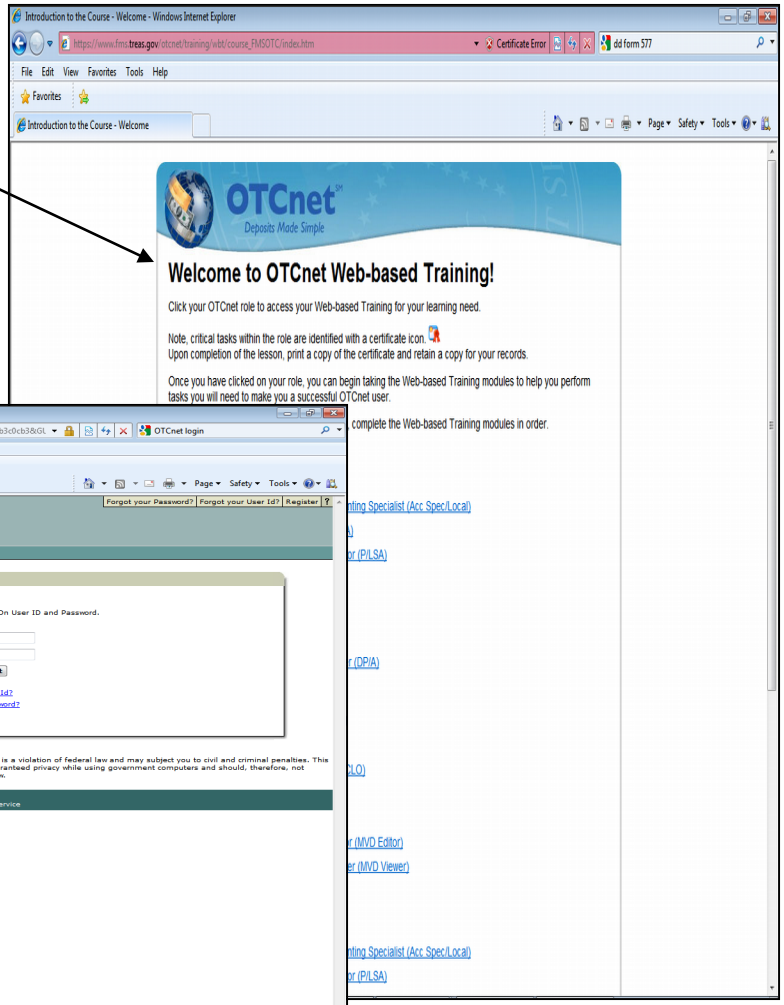
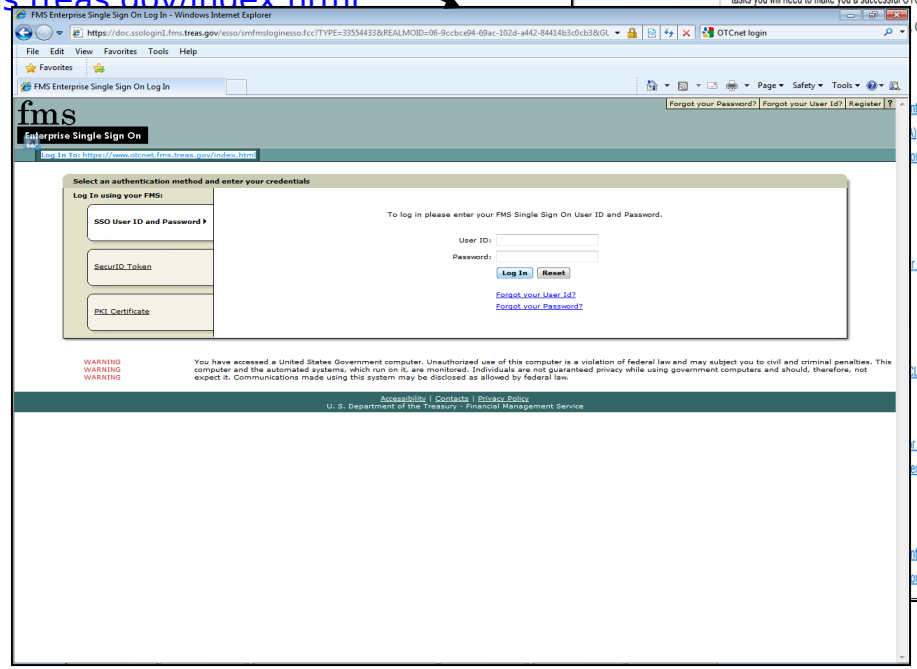
OTCnet Training:

Web based training can be accessed for preparers and approvers by going to the training link at: https://www.fms.treas.gov/otcnet/training/wbt/course_FMSOTC/index.htm

Once account is activated, go to login link at: https://www.otcnet.fms.treas.gov/index.html


Introduction to the Course - Welcome - Windows Internet Explorer
OTCnet
Deposits Made Simple
Welcome to OTCnet Web-based Training!
Click your OTCnet role to access your Web-based Training for your learning need.
Note, critical tasks within the role are identified with a certificate icon.
Upon completion of the lesson, print a copy of the certificate and retain a copy for your records.
Once you have clicked on your role, you can begin taking the Web-based Training modules to help you perform tasks you will need to make you a successful OTCnet user.
complete the Web-based Training modules in order.


FMS Enterprise Single Sign On Log In - Windows Internet Explorer
fms
Enterprise Single Sign On
Select an authentication method and enter your credentials
Log In using your FMS:
SSO User ID and Password
SecurID Token
PKI Certificate
To log in please enter your FMS Single Sign On User ID and Password.
User ID:
Password:
Log In
Reset
Forgot your User Id?
Forgot your Password?
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U. S. Department of the Treasury - Financial Management Service

BACKUP SLIDES

Please Remember

These slides only pertain to those sites that do NOT do their own input through their resource manager. This presentation is for those sites that send their deposit tickets and DD1131s directly to DFAS for processing…

DT/1131s Submission for DSSN 5570

Effective May 16th, DFAS-IN Disbursing Collections , DSSN 5570, (DFAS-INCDSHQS@DFAS.MIL) will no longer accept any packet that does not have a correctly competed deposit log.

The electronic deposit log will be used to support deposit transaction. When you have compiled your DTs and completed 1131s you must fill this out before scanning, emailing, or faxing to DFAS-IN. Filling out the form electronically (with the excel form attached) is preferred and encouraged.

To properly fill out a deposit log be sure to include/fill out the:

1. Submitters TL.
2. Fax number/email address you are submitting the packet.
3. Date of deposit log.
4. Name of Dining Facility (including name of installation).

The form has been designed so that when you fill the form out electronically, it will NOT allow you to save unless all the required fields (listed above) are complete. If you wish to receive your CCV's upon processing, it is vital that you include a valid email address on the form as well.

Deposit Ticket Log			1. Submitters TL (month/#)	3. Date
			2. Fax Numer sending to:	
Name of Dining Facility:				
4. DT Number	5. Date on DT	6. Name and phone number of sender	7. Amount	8. Email CCV Receipt to

DT/1131s Submission for DSSN 5570

Continued

DSSN 5570 - Correct information for DD1131 fields 4a, 4b, and 4c,

a. ACTIVITY *(Name and Location) (Include ZIP Code)*		
DFAS-IN Centralized Disbursing Office 8899 East 56th Street Indianapolis, IN 46249		
b. DISBURSING OFFICER *(Printed Name, Title and Signature)* John P. Campbell Disbursing Officer		d. DISBURSING STATION SYMBOL NUMBER 5570
c. TELEPHONE NUMBER *(Include Area Code)*: COMMERCIAL: (317) 212-4604	DSN: 699-4604	e. DATE *(YYYYMMDD)* 20110519

SRD-1/ADS (GFEBS) Split Sites

For the locations that have gone live with GFEBS, please remember:

-FOOD COSTS (5570): e-mail the DT, deposit log, and DD 1131 to DFAS-INCDSHQS@DFAS.MIL immediately following the deposit

If you must fax, send to 317-212-4339. It is recommended that you call and verify receipt as size issues often deter emails/faxes from coming through. Dawn Freese will be the individual verifying receipt of these and can be reached at 317-212-0032.

Other important contact information you may need regarding DSSN 5570

Mailing address:

8899 East 56th Street
Indianapolis, IN 46249
ATTN: Disbursing Collections
POC: Dawn Freese COL127F CubeV013

-O&M COSTS (8522): Affix GFEBS Collection in Transit Number (CIT) to the DT and DD 1131 to DFAS-CL Accounts Receivables e-mail mailbox (CCL-FAX-8522-DD1131@DFAS.MIL) and email immediately following the deposit. At this time, the POC for these transactions and can be reached at 216-367-3667
DSN 580-7604

The GFEBS Transmittal Sheet will be used to support deposit transaction. When you have compiled your DTs and completed 1131s you must fill this out before scanning, emailing, or faxing to DFAS-CL Disbursing (CCL-FAX-8522-DD1131@DFAS.MIL) .

To properly fill out a deposit log be sure to include/fill out the:

1. Deposit Date.
2. Deposit Ticket Number (from SF 215 or AFMIS Deposit Ticket).
3. Dollar Amount of the Deposit.
4. GFEBS CIT Number (From Installation GFEBS POC or RM)

Please Remember

DFAS cannot process deposits without CIT numbers

DT/1131s Submission for DSSN 8522

4. DISBURSING OFFICE

a. ACTIVITY *(Name and Location) (Include ZIP Code)*

DFAS - CL CENTRALIZED DISBURSING OFFICE
1240 E. 9TH STREET CODE: JDCBB
CLEVELAND, OH 44199

b. DISBURSING OFFICER *(Printed Name, Title and Signature)*

KARL H. BERNHARDT
DISBURSING OFFICE DIRECTOR

CIT # 34XXXXXXXX

c. TELEPHONE NUMBER *(Include Area Code)*:
COMMERCIAL: (216) 522-5855 DSN: 580-5855

DSSN 8522 -Correct information for DD1131 fields 4a, 4b, and 4c

GFEBS Transmittal Sheet

ALC 8522 DINING COLLECTIONS FOR GFEBS OPERATING COST

Deposit Date	**Deposit #**	**$**	GFEBS CIT NUMBERS		

Army and Air Force Joint Based Sites

For those of you that are JOINT BASED WITH THE AIR FORCE, please use the instruction below:

-FOOD COSTS (5570): e-mail the DT, deposit log, and DD 1131 to DFAS-INCDSHQS@DFAS.MIL immediately following the deposit.

If you must fax, send to 317-212-4339. It is recommended that you call and verify receipt as size issues often deter emails/faxes from coming through. Dawn Freese will be the individual verifying receipt of these and can be reached at 317-212-0032.

Other important contact information you may need regarding DSSN 5570

Mailing address: 8899 East 56th Street
Indianapolis, IN 46249
ATTN: Disbursing Collections
POC: Dawn Freese COL127F CubeV013

-O&M COSTS (3801): e-mail the DT, deposit log and DD 1131 to laura.berger@dfas.mil and tiffany.mccoy@dfas.mil immediately following the deposit. If you must fax, you can send to 317-212-4339. Tiffany McCoy can verify receipt. She can be reached at 317-212-9377.

Army and Navy Joint Based Sites

For those of you that are JOINT BASED WITH THE NAVY, please remember:

-FOOD COSTS (5570): e-mail the DT, deposit log, and DD 1131 to DFAS-INCDSHQS@DFAS.MIL immediately following the deposit.

If you must fax, send to 317-212-4339. It is recommended that you call and verify receipt as size issues often deter emails/faxes from coming through. Dawn Freese will be the individual verifying receipt of these and can be reached at 317-212-0032.

Other important contact information you may need regarding DSSN 5570

Mailing address: 8899 East 56th Street
Indianapolis, IN 46249
ATTN: Disbursing Collections
POC: Dawn Freese COL127F CubeV013

-O&M COSTS (8522): mail the DT and DD 1131 to DFAS-CL. POC Robert Penden or Katherine Riney (both in Cleveland) are the contacts for Navy collections. They can be reached at: Robert Penden 216-204-7607 or Robert.Penden@dfas.mil ; Katherine Riney 216-204-7499 or Katherine.Riney@dfas.mil